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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Retirement Counseling &amp; Placement

25X1 212 Magazine

EXTENSION

NO.

DATE

11 September 1968

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

12 SEP 1968

1. Director of Personnel  
5E-56 Hqs.2. Deputy Director for Support  
7D-26 Hqs.

3.

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FILE Personnel

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1715 68. 4/664

11 September 1968

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Personnel

SUBJECT : Retirement Counseling and Placement Staff  
Progress Highlights During August 1968

1. The final meeting for review of the booklet "CIA Retirement and Disability System Questions and Answers" was held with OGC and OLC. Revisions were made and the adjusted version of the draft booklet was sent to the Director of Finance for his approval of those sections relating to responsibilities within the purview of the Office of Finance.

2. Requests have been forwarded to the Office of Security for completion of appropriate security clearances of the outside speakers selected for the November Retirement Information Seminar. Administrative details in preparation for the Seminar are being finalized on schedule (i.e., receipt of portfolio informational material, agenda outline ready for printing, etc.).

3. The retirement planning aid "CIA System Annuity Rate Table" was completed in draft form by the Office of Finance and has been forwarded to the printing office. This one-page guide will provide employees with a table showing the monthly annuity for each combination of years of service and average high-five annual salary, on the flat two percent per year basis.

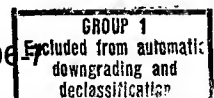
4. Some most interesting and potentially profitable job sources have been developed during August. Initial arrangements with three new Richmond educational institutions, Wm. H. Clark Associates (a network of executive placement agencies), the Stanford Research Institute (a number of specific openings being reviewed for retiree interest), the Wackenhut Corporation (industrial security), the Law Enforcement Assistance Administration (in process of development), and others have produced definite leads for us.

5. A system of preparing and selectively releasing abstracts of retiree backgrounds to stimulate employment interest has been put into operation. It has already been used with two newly opened organizations, with positive results.

6. A consultation was held with the Director of Personnel and a procedure drafted, in line with his suggestions, for the displaying of vacancies of which RCPS is cognizant. This will involve the use of Agency Bulletin Boards on which selected external job leads of probable interest to imminent retirees and those in a position to opt out, would be placed.

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7. Statistical summary of RCPS action for the month of August:

Retirement Counseling Branch

Retiree Consultations:

Full Counseling Interviews	50
Counseling Discussions	70
Retiree Dossiers Indexed	11 (109 total)
Meetings with Management	47
Research and Information Requests	17
Briefings and Ret. Info. Exchanges:	
Agency	12
External	11
Publications, Staff Papers & Correspondence:	
Man-Days	22½

External Employment Assistance Branch

Retirees - New Cases	16
Resume Assistance Only	11
External Job Leads Provided	9
Follow-up Consultations	28
Resignees- New Cases	34
Resume Assistance Only	19
External Job Leads Provided	61
Follow-up Consultations	60
External Job Sources Developed	9
Written Inquiries Concerning External	
Applications Received and Answered	32
Personnel Files Reviewed for Outside	
Investigators on External Job Applications	26

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Chief, Retirement Counseling and Placement Staff

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